

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Facility Maintenance Tech I
DEPARTMENT: Public Works
REPORTS TO: Facility Maintenance Manager

SALARY GRADE: 8
FLSA STATUS: NE
DATE: 11/2022

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Under general direction, performs skilled maintenance and repair of electrical, mechanical and plumbing work in various City facilities in accordance with the National Codes. Capable of constructing, rebuilding, maintaining and repairing all building equipment, building components for City Facilities.

ESSENTIAL JOB FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Performs a variety of skilled work in the maintenance and repair of City facilities and equipment.

Performs electrical work on a wide range of fixtures and mechanical equipment according to the National Codes. Determines materials needed to perform work and orders such materials.

Conducts routine operational and preventative maintenance tasks, repairing and/or scheduling repairs for malfunctioning equipment.

Constructs, rebuilds, and repairs City equipment and facilities including various wood and metal structures, equipment and furniture; prepares surfaces for painting or proper surface covering as required.

Maintain records of equipment inspections, assuring compliance with appropriate electrical, mechanical, plumbing and life safety codes.

Operates bucket truck, vertical lift, and a variety of equipment and machines including saws, drill presses and various hand and power tools to perform repair and maintenance work; maintain tools and equipment in a safe, clean and proper working condition.

Determine supplies needed and purchases same for the repair and maintenance of fixtures and equipment. Uses a variety of power and hand tools to install and repair mechanical equipment, plumbing equipment and electrical equipment as well as routine maintenance of equipment.

Performs a variety of skilled building maintenance repairs to doors, windows, roofs and other building parts; constructions or assembles furniture and other wood and metal structures.

Capable of maintaining various records related to labor, material and work orders on the computer.

Assigned to the On-Call Crew to respond to after-hours emergencies affecting any of the City buildings or facilities.

Assist Facility Maintenance Manager in scheduling work and determining needs for equipment and supplies.

IMPORTANT JOB FUNCTIONS:

Assist with the inspection of contractual work.

Read blueprints and schematic drawings or determines the best methods and design for installing power feeds, security alarm systems, telephone systems, and HVAC equipment.

Construct, rebuild or maintain all components of City Facilities.

Paint miscellaneous interior and exterior walls, trim, and railings.

Performs other related duties as assigned.

General Public Works repair and maintenance techniques and practices, including snow removal and other emergency operations.

MATERIAL AND EQUIPMENT USED:

Hand tools	Test equipment	Vehicle aerial lift	Hydraulic vertical lift	Electrical testing equipment	
Soldering irons	Screwdrivers	Test meters	Test lamps	Ladders	Scaffold
Power tools	Computers				

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma or GED and completion of an approved apprenticeship program in electrical work, plumbing; mechanical, or building trades apprenticeship program.

Moderate progressively responsible related experience; or,

Any combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Maryland Driver's License

Journey Level License (preferred)

Valid Maryland Class B Commercial Driver's License (within 6 months of hire)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

National Electrical, Mechanical, Building and Plumbing Codes.

Revisions and local building and fire codes as related to the work performed.

NFPA life safety codes.

Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

Use of hand tools and test equipment.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies, and the general public.

Understanding and carrying out oral and/or written instructions to solve practical problems.

Calculating fractions, decimals and percentages

Reading routine manuals, correspondence, and blueprints

Writing routine materials

Providing courteous service

Plan, layout and complete installation, modification and repair of various systems circuits, equipment and controls

Conduct failure analysis and to modify systems and accomplishments.

Mental and Physical Abilities:

Ability to pass test for recognition of colors commonly used in the electrical field.

This classification involves occasional physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity. This is medium work requiring the exertion of up to 10 pounds of force occasionally.

Working Conditions:

Work is performed in a variety of facilities with exposure to building, electrical, mechanical, plumbing and weather hazards exposing employee to various outside atmospheric conditions; to conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools or machinery, electrical shock, radiation, explosions, falling from high exposed places and/or toxic or caustic chemicals.

The incumbent's working conditions are typically noisy.

Note: This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.